

# **USER'S MANUAL (Host)**

*PatyGuard Web Application*

**PartyFreaks, Northwest Missouri  
State University, Maryville, MO**

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**Revision Sheet**

Release version	Date	Revision Description
Rev.0	10/26/16	User Manual template and outline
Rev.2	11/19/16	Admin Manual
Rev.3	11/20/16	Guard and Basic user manual
Rev.3	11/20/16	Host Manual

## User's Manual

### Authorization Memorandum

I have carefully assessed the User's Manual for the (System Name). This document has been completed in accordance with the requirements of the HUD System Development Methodology.

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

\_\_\_\_\_ The document is accepted.

\_\_\_\_\_ The document is accepted pending the changes noted.

\_\_\_\_\_ The document is not accepted.

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We fully accept the changes as needed improvements and authorize the initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

\_\_\_\_\_  
NAME

Project Mentor

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME

Project Mentor

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME

Project Client

\_\_\_\_\_  
DATE

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## 1. General Information

### 1.1 System Overview

The system is a web application which is used by 4 different users.

1. Admin
2. Host/ Fraternity Head
3. Guard
4. Basic (Women)

Different users can register themselves from the website. The website allows all types of users to access their profile. Based upon the type of user, the users will be redirected to different pages in the website and only certain users have access permission to different pages in the website based on the type of the user.

## 1.2 Website Pages:

### 1.2.1 Home Page:

The first page of the application, from here you can navigate to different pages in the website.

The footer, indicated by “5” in fig 1.1a, below gives you a quick access to “contact us” and other important pages of the website

By clicking on “1” and “2” as shown in the fig 1.1a, you can know more about the permissions and accessibility details of fraternity hosts and guards.

By entering the details, name and email id in the spaces shown by “3” and “4” in the fig 1.1a, if you are a new customer, you can get contacted by the admin or the owner of the website or get details of pricing or subscription periods, etc. By doing this you receive an email consisting of all the basic pricing and subscription details and can establish a connection with the admin of the website.

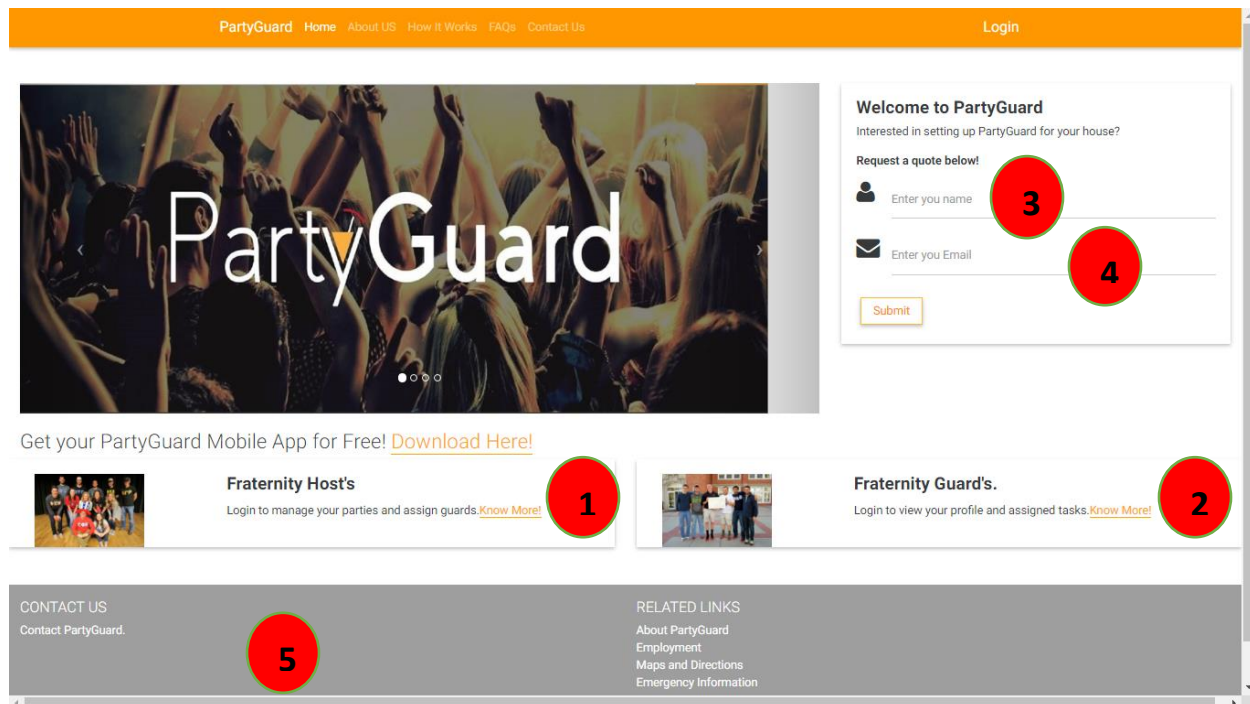


Fig 1.1a. Launching page of PartyGurad website, Home

### 1.2.2 About Us:

This page gives you an idea of what the website is about and what is the main agenda on the website.

### 1.2.3 How it Works:

This page gives you more detailed information about who the fraternities (customers), fraternity head, fraternity guards are and what role they play and the permissions available for them.

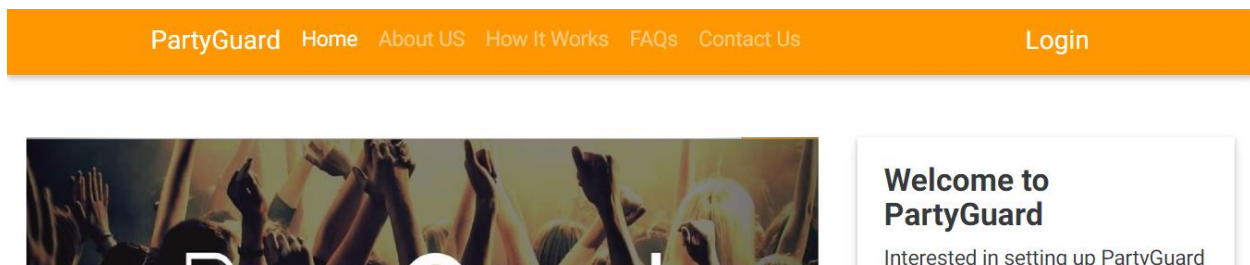


Fig 1.1b. Navigation bars

### 1.2.4 FAQ:

FAQ's are the most frequently asked questions regarding the website, or usage of the website or pricing, subscription, or any other questions related to the website. On this page you can find answers to every question posted.

### 1.2.5 Contact Us:

You can contact admin at any time regarding any questions, using "Contact us" page

If you have any questions regarding the website and you would like to contact the admin for that, you can enter your details in the spaces shown in the fig 1.1 c.

PartyGuard Home About US How It Works FAQs Contact Us Login

## Contact Us

Get know in detail about  
PartyGuard

Person to be contacted

## PartyGuard Contact form

Firstname \* Lastname \*

Please enter your firstname \* Please enter your lastname \*

Email \* Phone

Please enter your email \* Please enter your phone

Message \*

Message for me \*

Send message

\* These fields are required.

CONTACT US RELATED LINKS

Fig 1.1c. Contact us page



## 2. Getting Started

### 2.1 Logging on

For getting started with the website, every user should have a valid account.

#### 2.1.1 Login:

Whenever you navigate to any of the pages, you can find a login option on the right side top corner of the page, allowing you to login at any time in your flow.

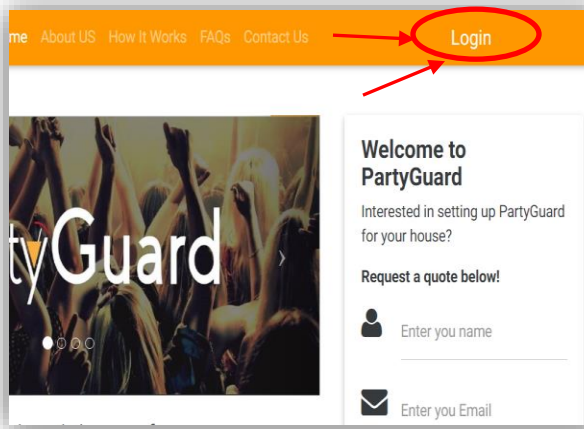


Fig 2.1a Login Button

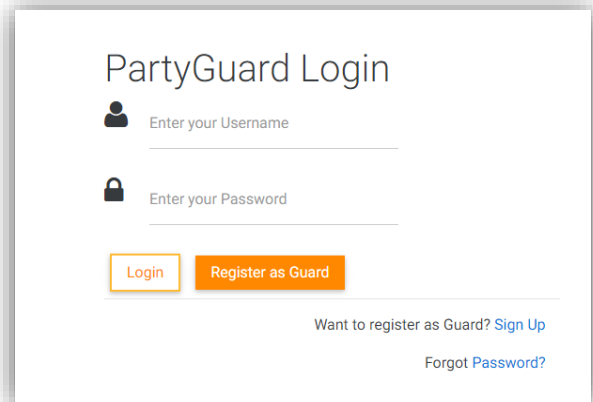


Fig 2.1b Login page view

This is the common login page, as shown in the fig 2.1b for all the users of the application, admin, host, guard and basic. According to the type of account, you will be redirected to the respective pages in the website.

## 2.2 Host

### 2.2.1 Host registration:

Whenever a fraternity requests to use the partyguard web application, admin adds the fraternity to the customer list and sends the login details to the fraternity host through email, the below image gives a draft of email sent to the fraternity host by admin,

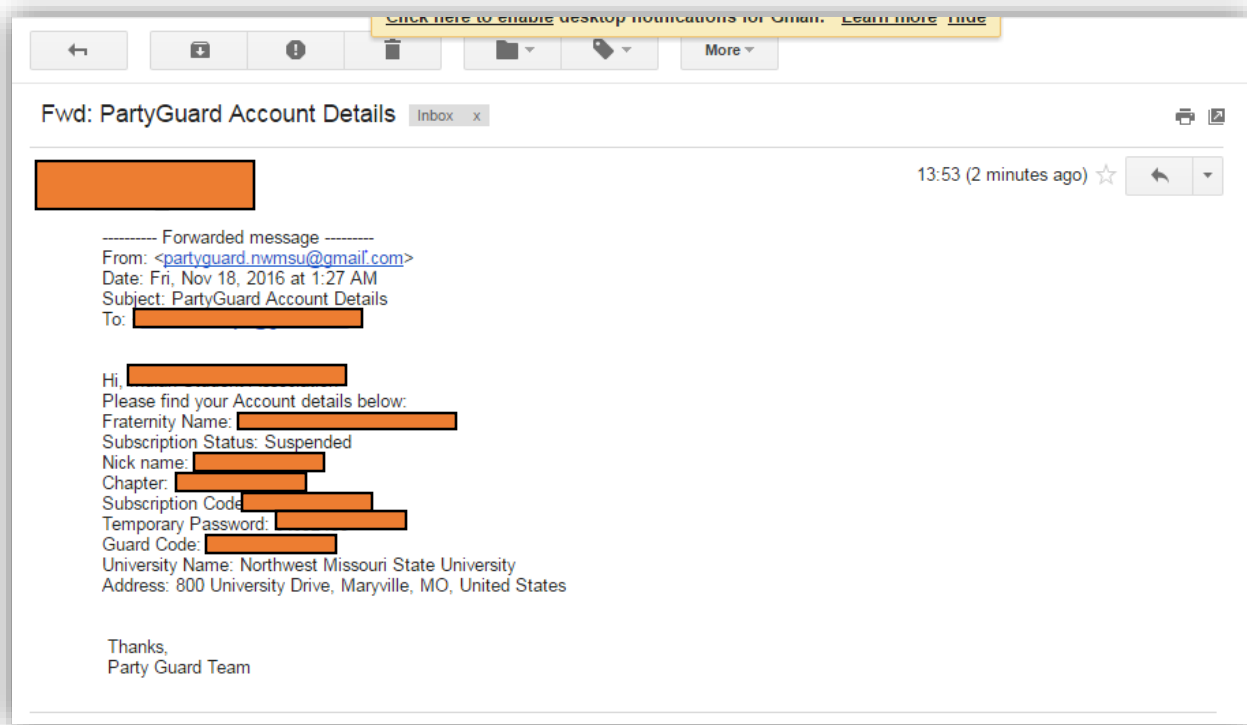


Fig 2.2a draft of email

### 2.2.2 Host login:

Using the credentials sent by the admin, the host logs in the website and mobile application (iOS, Android), the fig 2.2b below shows the launch screen,

The email also include the subscription code for the fraternity, and the guard user code which are unique for every fraternity.

If you are a fraternity host, you are responsible to pass on the guard user code to the guards of your fraternity. This guard code helps to easily identify the guards for a particular fraternity.

The guards register through website or mobile application using this “guard user code”.

PartyGuard Home About US How It Works FAQs Contact Us Profile Logout

Profile

House Location

Create Event

View/Edit Events

Members

### Association for Computing Machinery

**PSE**  
PI SIGMA EPSILON

509 W 9th St  
509 W 9th St, Maryville, MO 64468

View larger map

Username: sindhuja.pannala@gmail.com

Subscription Code: [Input Field]

Guard User Code: [Input Field]

Phone Number: [Input Field]

Fig 2.2b Launch screen, fraternity profile view

### 2.2.3 Change house location:

The below page allows you to change the house location address if the fraternity is hosting the party in another location.

PartyGuard Home About US How It Works FAQs Contact Us Profile Logout

Profile

House Location

Create Event

View/Edit Events

Members

### Location Change Request

511 West 2nd Street, Maryville, MO, United States

511 W 2nd St  
View larger map

Submit Request Reset

CONTACT US  
Contact PartyGuard.

RELATED LINKS  
About PartyGuard  
Employment  
Maps and Directions  
Emergency Information

Fig 2.2c House location page

### 2.2.4 Events creation:

The fraternities host parties or events. The host will have ability to create an event and assign guards responsible to the particular party.

The screenshot shows the 'Create an Event !!!' page in the PartyGuard system. The page has a top navigation bar with links: PartyGuard, Home, About US, How It Works, FAQs, Contact Us, Profile, and Logout. On the left, there is a sidebar menu with links: Profile, House Location, Create Event (highlighted), View/Edit Events, and Members. The main content area contains the title 'Create an Event !!!' and three input fields: 'Enter event Name' (with a speech bubble icon), 'mm/dd/yyyy' (with a calendar icon), and '---:--:--' (with a clock icon). Below these fields are 'Submit' and 'Reset' buttons. The footer contains 'CONTACT US' with a link 'Contact PartyGuard.', 'RELATED LINKS' with links 'About PartyGuard', 'Employment', 'Maps and Directions', and 'Emergency Information', and a copyright notice '© 2016 PartyGuard. All rights reserved.'

Fig 2.2d Event creation page

Whenever an event is created, a confirmation page appears allowing you to cross check the event details and click “confirm” if the details are ok, else click on “cancel”.

The screenshot shows the 'Confirm Event Details' page in the PartyGuard system. The page has the same top navigation bar and sidebar menu as the previous page. The main content area contains the title 'Confirm Event Details' and three input fields: 'Event Name', 'Event Date', and 'Event Time', each with an orange input box. Below these fields are 'Confirm' and 'Cancel' buttons. The footer is identical to the previous page.

Fig 2.2e Event confirmation page

### 2.2.5 View Events:

You can view all the events that are added as shown in the below fig.

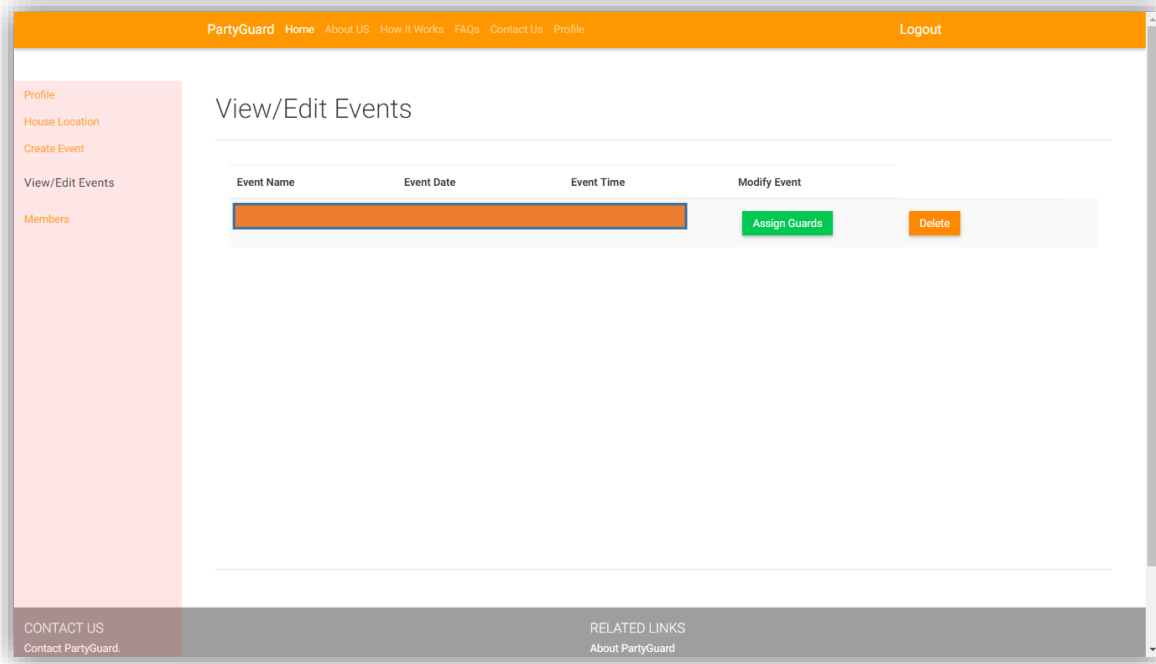


Fig 2.2f Events list

In this page, you can assign guards to any party or delete the event if you wish to delete the event from the list.

Note: On clicking “delete” there is a pop up window which alerts the user about his actions.

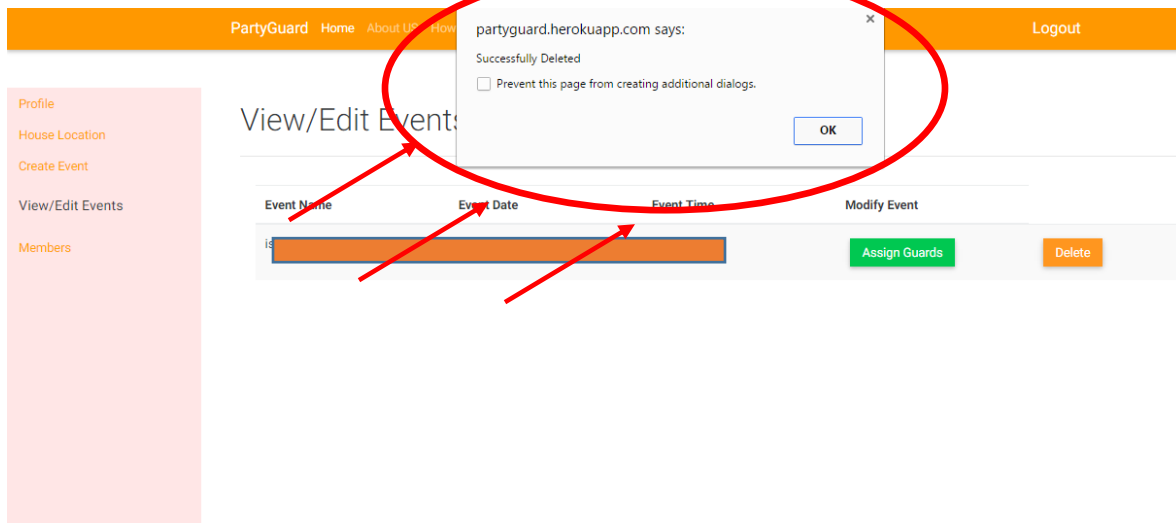


Fig 2.2g Alert box

### 2.2.6 Assigns guards:

You can assign guards in two ways

- During the creation of the event, or
- In the view events, click on “Assign guards”

Whenever you do anyone procedure mentioned above, you are navigated to the page which looks like the one shown in the below fig 2.2h.

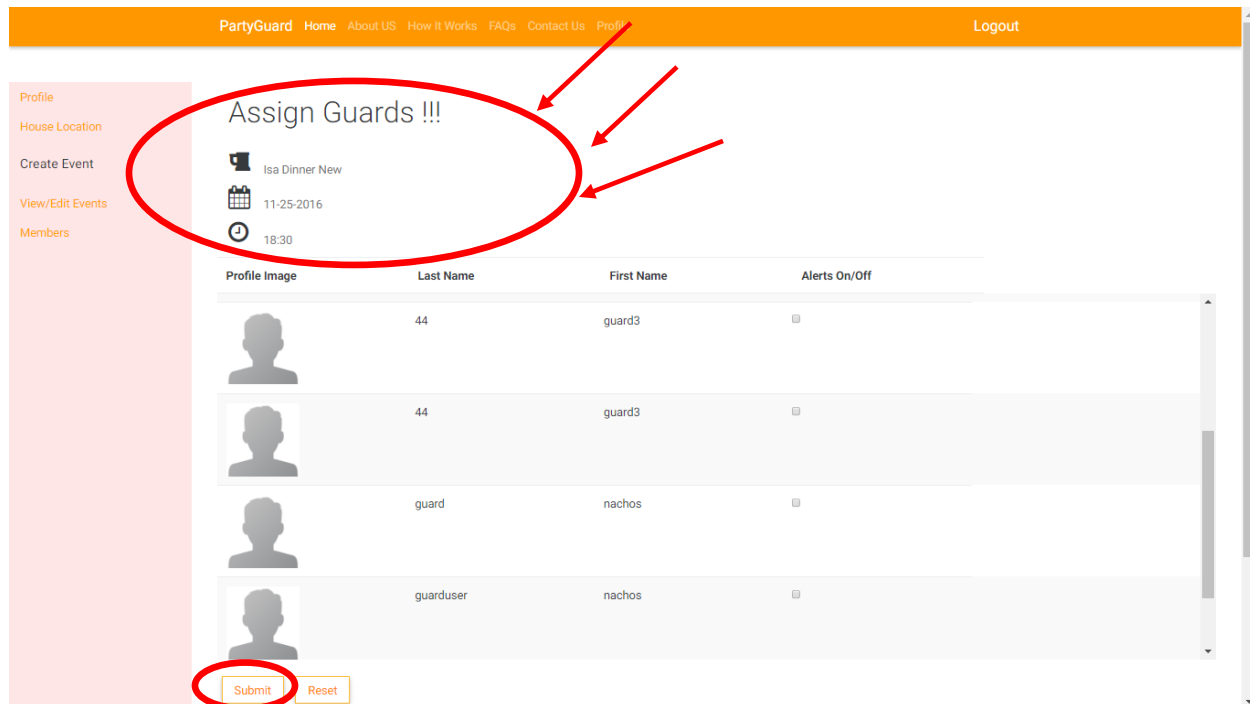


Fig 2.2h Assign guard page

You can see the event details at the top as highlighted above,

You can assign one or more guard to an event. By enabling the checkbox field beside the guard details, you can confirm that the particular guard is selected for the event. After selecting all the required guards, you can click on submit to assign the guards to that event.

### 2.2.7 Members:

You can view a list of guards available for a particular fraternity. The page below in fig. give you an idea of how the member page looks

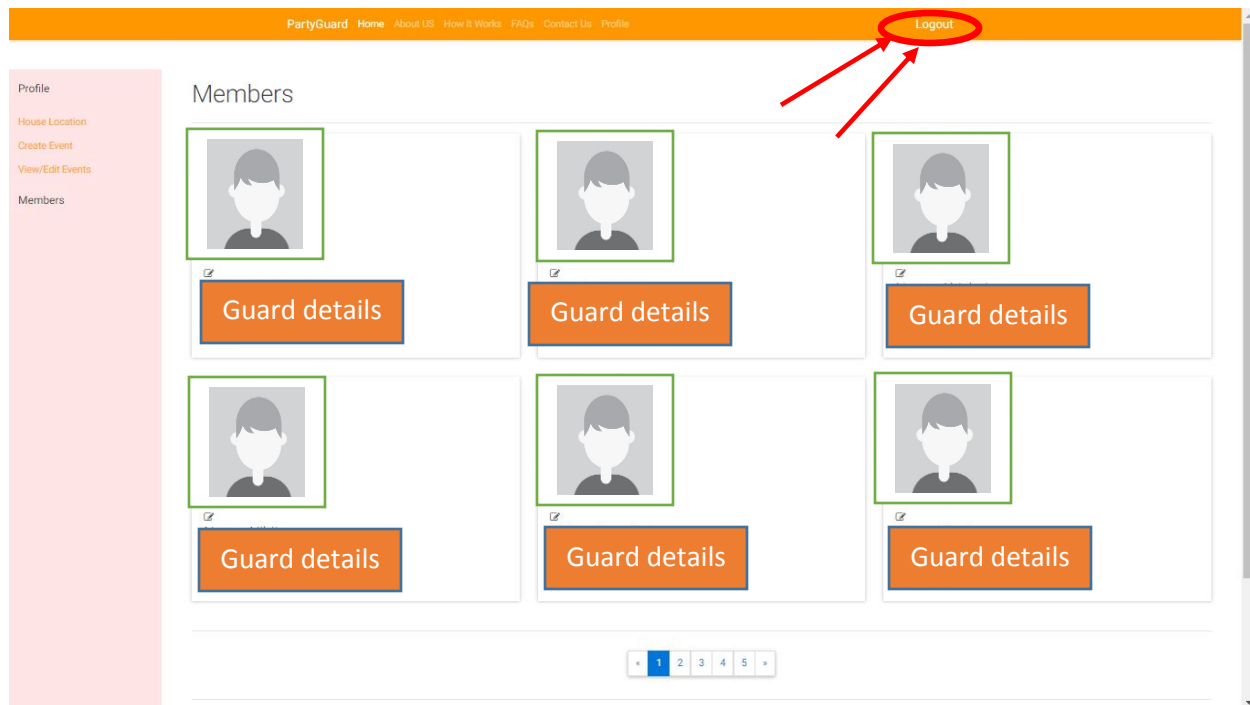


Fig 2.2i Members page

#### 2.3.4 Logout:

Once you are done with all the necessary actions you intend to perform, you can logout from the account by clicking on the “logout” button on the top right corner of the page. You can also see the button highlighted in the fig 2.2i.

### 3. Host Rights

#### 3.1 Host Permissions/ Actions:

If you are a Fraternity head/ host, the actions you can perform or the permission you hold:

- Add events
- Add guards to a fraternity,
- Manage the events
  - Assign guards for particular event,
  - Edit event details,
  - Delete the event

### 4. Errors

#### 4.1 Validation errors:

There can be different reasons for an error to occur. One of them may be validation, here in the below fig. 4.1 you can see a pop up message. This happens if you did not enter any values in the fields and clicked “submit”.

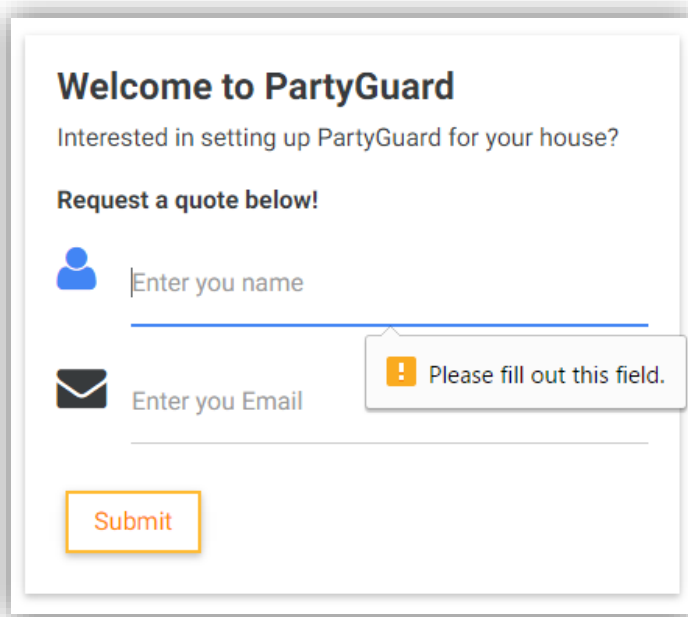
The image shows a web form titled "Welcome to PartyGuard" with the subtitle "Interested in setting up PartyGuard for your house?". Below this is a heading "Request a quote below!". There are two input fields: the first is labeled "Enter you name" with a person icon, and the second is labeled "Enter you Email" with an envelope icon. A yellow error message box with an exclamation mark icon is positioned over the email field, containing the text "Please fill out this field.". At the bottom of the form is a yellow "Submit" button.

Fig 4.1a home page Validation error messages

Similarly, you can see similar kinds of errors in some of the other pages in the website. Here are some of the snapshots of them.



The image shows the PartyGuard Login page. It has a title "PartyGuard Login". Below the title, there are two input fields: "Enter your Username" and "Enter your Password". A validation pop-up message "Please fill out this field." is displayed over the password field. Below the input fields, there are two buttons: "Login" and "Register as Guard". At the bottom, there are two links: "Want to register as Guard? Sign Up" and "Forgot Password?".

Fig 4.1b Login Validation pop up

The image shows the PartyGuard "Create an Event" page. The page has an orange header with the "PartyGuard" logo and navigation links: "Home", "About US", "How It Works", "FAQs", "Contact Us", and "Profile". A "Logout" link is in the top right corner. On the left, there is a sidebar with links: "Profile", "House Location", "Create Event", "View/Edit Events", and "Members". The main content area is titled "Create an Event !!!" and contains three input fields: "Enter event Name", "mm/dd/yyyy", and "--:--". Each of the last two fields has a validation pop-up message "Please fill out this field." Below the input fields, there are "Submit" and "Reset" buttons. The footer contains "CONTACT US" with the text "Contact PartyGuard.", "RELATED LINKS" with links to "About PartyGuard", "Employment", "Maps and Directions", and "Emergency Information", and a copyright notice "© 2016 PartyGuard. All rights reserved.".

Fig 4.1c Validation pop up in event page

## 4.2 Wrong Credentials:

An error can occur when you enter wrong login credentials as shown in the fig 4.2a

The screenshot displays the PartyGuard Login interface. At the top, an orange navigation bar contains the text "PartyGuard Home About US How It Works FAQs Contact Us" on the left and "Login" on the right. The main content area is white and features the heading "PartyGuard Login". Below this heading are two input fields: the first is preceded by a blue person icon, and the second by a blue padlock icon. Both fields contain orange placeholder text. Below the input fields are two buttons: "Login" (outlined in orange) and "Register as Guard" (solid orange). A green error message box is positioned below the buttons, containing the text "Incorrect Login! Username/Password is not correct." and a close icon (X). Below the error message, there are two links: "Want to register as Guard? Sign Up" and "Forgot Password?". The footer is a dark gray bar divided into two sections. The left section, titled "CONTACT US", contains the text "Contact PartyGuard.". The right section, titled "RELATED LINKS", contains a list of links: "About PartyGuard", "Employment", "Maps and Directions", and "Emergency Information".

Fig 4.2a Login error message